

DEPARTMENT OF THE NAVY
COMMANDER
HELICOPTER TACTICAL WING
U.S. PACIFIC FLEET
NAS NORTH ISLAND P.O. BOX 357096
SAN DIEGO, CALIFORNIA 92135-7096

COMHELTACW INGPACINST 11320.1C
N45

AUG 26 S98

COMHELTACWINGPACINST INSTRUCTION 11320.1C

Subj: COMHELTACWINGPAC FIRE BILL

Ref: (a) COMNAVBASEINST 11320.1B

End: (1) Emergency Phone Number List

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1. ~ T6~i15Tish Bui jTh52 (WeS~O~fyF~~
fighting procedures and assign responsibilities for execution per
reference (a)

2. Cancellation COMHELTACWINGPAC 11320.1B.

3. Discussion. Building 252 was built without a sprinkler
system installed, therefore, if ignited, a fire will spread
quickly. Rapid identification and reporting of any and all fires
is paramount. It is essential that staff personnel be well
versed in every means of reporting fires and the use of available
fire fighting gear.

4. A~t.±.~n

a. Discovery of Fire

(1) Any person discovering a fire shall:

(a) Immediately activate any available fire alarm
system and, if safe to do so, notify occupants in the building.
All fires, including extinguished fires, shall be reported
immediately to the Fire Department.

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(b) From a safe location dial telephone extension 9-911 and say "I want to report a fire." STAY ON THE TELEPHONE, ~~~DOINQT ,!~ANG~~ 1N~IL~TOLD ~TO DQ ~ The person on the phone will ask for all the pertinent information such as building number, type of fire, etc. In all cases, give exact location of fire. Keep in mind, the operator you are speaking to is not located onboard NASNI and it is necessary to specify exactly where the fire is located (i.e., Building 252, West wing, NAS North Island; see enclosure (1) for guidance)

(2) Fire alarm box operations. To operate a fire alarm box, open the box and pull down on the lever. Direct the Fire Department to the fire when they arrive on scene.

~~(3) In all cases, notify the CDO at 556-5500, extension 1741, or HC-1 only after 30 minutes after 1741.~~

~~CDO Responsibilities~~

~~(1) Notify Federal Fire Department 9-911 (if not already called).~~

(2) Ensure the word is passed to all hands to evacuate the building.

(3) Notify the Commodore (5-2993)

(4) Notify Chief Staff Officer (5-5334)

(5) Notify SAFETY Department (5-5333)

(6) Notify NASNI QOD (5-8123)

(7) Take charge at the scene of the fire until relieved by Fire Department personnel.

(8) Post personnel to direct Fire Department personnel to scene of the fire.

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(9) Keep all fire lanes clear of vehicles.

(10) Log all drills and actual fires..- -

(11) Specific actions required to secure classified material during emergency situations are outlined in reference (a) and should be afforded highest priority without compromising personnel safety. The concern for personnel safety is paramount.

(12) Take muster of all personnel and report same to the senior member present and fire department upon their arrival.

~~C. HELTACWING Personnel Responsibilities - All Hands~~

~~(1) Personnel in the immediate area of the fire shall~~

~~(a) Activate the fire alarm. Ensure the alarm is passed to all hands to evacuate the building.~~

(b) Ensure Emergency dispatcher is called at extension **9-911**. Do not assume the fire alarm will summon the fire department.

(c) If you have been trained in the proper use of portable fire extinguishers, attempt to control the fire with available equipment until the fire is extinguished, or until relieved by the Fire Department. **DO NOT JEOPARDIZE YOUR OWN PERSONAL SAFETY.**

(d) If time permits, secure windows, safes, files, and doors.

(e) EXIT the building when the alarm sounds. Two minutes is assigned as a goal for evacuation.

(f) Always egress through the nearest exit.

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(g) All hands muster at the primary muster site depicted in enclosure (2). There shall be only one muster area~---However,~~if~the~muster area is in proximi.t.y.~to Lhe~~. **fl~** or interferes with the ~ fighting ~ all personnel at alternate muster site, depicted in enclosure (2)

d. Organizational Responsibilities

(1) All hands not involved in fighting the fire shall remain clear of the building and fire fighting equipment.

(2) The senior person in each work center or office shall take muster; report to the CDO or his representative. Every effort will be made to ensure complete evacuation of all non-essential personnel from the fire scene. All personnel shall remain at the muster site until the recall alarm is sounded (three distinct rings of the bell) or as directed by the Fire Department. While mustered, do not block access to fire or other official vehicles.

(3) The Wing Safety Representative shall proceed to the scene of the fire and assist the CDO.

(4) Upon arrival of Fire Department personnel, the senior Fire Officer will assume command of all fire fighting operations.

e. Inspections and Drills

(1) Department Heads shall ensure no fire hazards exist in their areas of responsibility.

(2) Department Heads shall ensure their personnel know and understand the fire bill, are familiar with escape routes, and know the locations of alarms and fire extinguishers as outlined in enclosures (2) and (3)

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(3) All spaces shall be inspected for possible hazards each day prior to securing. All windows will be closed, appliances secured, and all possible fire hazards removed prior to securing the spaces.

(4) The Safety Department shall schedule and document annual fire drills for Building 252. Drills shall be coordinated with the Chief Staff Officer.

(5) Additionally, fire drills shall be coordinated with the NASNI Fire Prevention Branch (extension 5-8473)

(6) Staff Fire Warden shall perform a monthly fire safety inspection using enclosure (4). All inspections shall be documented by signing and dating enclosure (4). Fire extinguisher inspections shall be noted on the tag attached to the fire extinguisher. If any major discrepancies are discovered, broken or missing horn, damaged horns, broken or damaged pressure gauge, or the extinguisher shall be taken to the extinguisher maintenance shop, Building 791 (extension 5-0752).

(7) All discrepancies noted on extinguishers shall be reported to the Staff Fire Warden. The Safety Office, Code N45, shall be informed separately.

/s/ K-
D. A. MAWH~NNEY

Distribution:

COMHELTACWTNGPACINST 5216.1C (CH-1)
LIST I, II, III

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EMERGENCY PHONE NUMBERS

U. ?~4~TJLANCE 9-911
FIRE 9-911
POLICE 9-911
NAS OOD 5-8123
CHTWP CDO 556-5500 extension 8781

ING-~

1- FTL 7V~

r-4-flvArs-

YOUR PHONE NO. _____

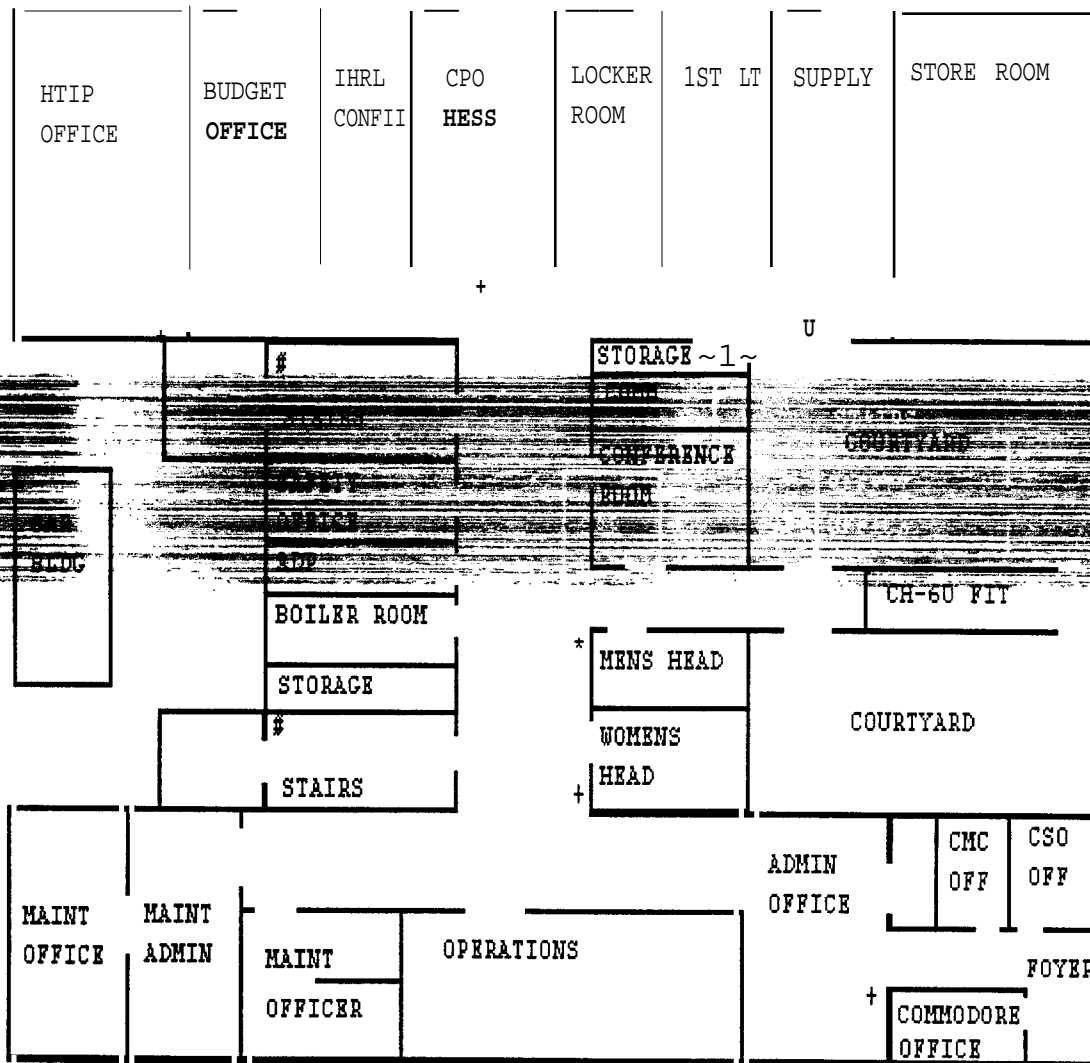
TYPE EMERGENCY: FIRE, ACCIDENT, INJURY, ETC

End (1)

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COMHELTACWINGPAC BUILDING 252 LOWER DECK FIRE ESCAPE ROUTES



PRIMARY MUSTER
SITE

FIRE ALARM
* DRY CHEMICAL EXTINGUISHER

ALTERNATE MUSTER
SITE

+ H₂O FIRE EXTINGUISHER
RED LINE - PRIMARY ROUTE
GREEN LINE - SECONDARY ROUTE

End (2)

FIRE BILL

NO;_~~-

IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX OR TELEPHONE EXT. _____

~i~ilme localism of the nearest alarm hex and the nearest telepheas h
your area. Wheitislug tiloplane, RIPORT UILOINE NUMBEt.

~1irrl~ll~iecFFfrs hpartme.t to the scene of fire.

2. SPREAD THE ALARM—PASS THE WORD.

All personnel except fire parties clear the area.

3. IF TIME PERMITS~ CO~. AND
WINDOWS TO CONFINE THE ~RE AND
PREVENT L)~AF 1-S. UC NOT ENDANGER
YOURSELF O~OTHERS IN THIS EFFORT.

4. USE PROPER EQUIPMENT AT HAND
TO EXTINGUISH THE FIRE, PENDING
ARRIVAL OF THE FIRE D~'ARTMENT.

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EXIT LIGHTS

1. Check for material condition.
 - 2Yt~eck for- ~
- of the "Press to Test" button.

EXITS

1. Ensure all required means of egress are continuous and unobstructed from any point in the building to a public way.

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